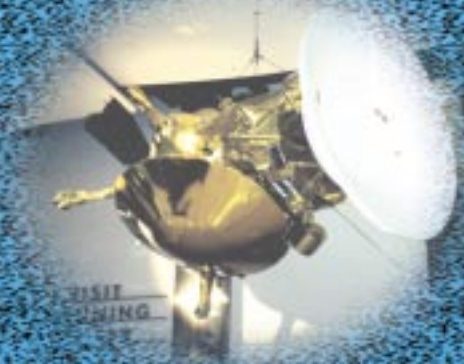


Personal Property Utilization and Disposal Guide

Utilization



Donation



Sales



October 1999

U.S. General
Services Administration
Federal Supply Service

Pull out this section and keep as reference.

PREFACE

The Federal Government purchases more supplies and materials than any other entity in the world. Thus, the Government continually confronts the enormous challenge of disposing of excess and surplus personal property. Effective and efficient utilization and disposal of Government-owned personal property is one of the most important phases in the Federal property management program, as mandated in the Federal Property and Administrative Services Act of 1949, as amended.

The Federal utilization and disposal program, one of the largest property management programs in the Government, encompasses redistribution, utilization, donation, sale, and abandonment or destruction of Government-owned personal property. The Federal Property Management Regulations (FPMR) require that executive agencies use excess personal property as the first source of supply to the fullest extent possible. As a result, Federal property managers save millions of taxpayers dollars each year by acquiring and using excess personal property.

This guide serves as an index and synopsis of personal property provisions in Federal Property Management Regulations (FPMR), Subchapter H (41 CFR 101.43 through 49), and is provided to assist those individuals who directly or indirectly reassign, utilize, and/or dispose of agency personal property. It is not all-inclusive, and users are encouraged to refer to cited regulations for comprehensive coverage of specific disposal policies and procedures.

PERSONAL PROPERTY UTILIZATION AND DISPOSAL GUIDE

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GENERAL FACTS ABOUT UTILIZATION AND DISPOSAL OF PERSONAL PROPERTY

Excess property is a genuine bargain because it saves money on unnecessary procurements and is immediately available. This program is available to all Federal agencies, including their cost reimbursement contractors, cooperatives and project grantees. All Federal property managers are encouraged to contact the appropriate General Services Administration/Federal Supply Service (GSA/FSS) Regional Property Management Office, listed on Page 32 of this Guide, for information on available excess property. The Regional Property Management Offices are also listed on our website <http://pub.fss.gsa.gov>.

Requesting agencies are placed on mailing lists to receive regional excess property catalogs and bulletins and may instantly learn of available excess property through FEDS, the Federal Disposal System. Qualified users can compare their requirements to the property available in FEDS; however, requirements can be submitted by telephone, letter, or by GSA Form 1539. Every attempt is made to match requirements from local or national excess inventories. If requested property is not currently available, "want lists" of requested property are maintained and screened for a period of 180 days unless requested otherwise.

If no Federal use requirements are identified, GSA declares excess property surplus. It is then made available through the Donation Program to State and local public agencies and eligible nonprofit educational or public health activities. Surplus property not selected through the donation process is offered for sale to the general public. Sale proceeds are returned to the Federal treasury or, when authorized, to generating agency accounts. Under certain conditions, agencies sell their own surplus property. GSA/FSS Regional Property Management Offices also sell property not excess to agency needs, but scheduled for replacement under the exchange/sale authority. Exchange/sale proceeds are returned to agencies to offset the purchase of similar items.

The Utilization, Donation, and Sales Programs are conducted by the GSA/FSS Regional Property Management Offices and the Area Property Officers (APOs). APOs are GSA field representatives serving a particular geographical area who screen and inspect excess property and assist in the donation and sales processes. APO locations and telephone numbers may be obtained by contacting the nearest GSA/FSS Regional Property Management Office or visiting our website at <http://pub.fss.gsa.gov>.

UTILIZATION AND DISPOSAL TERMINOLOGY

The following definitions are provided for terms most frequently used throughout the program:

ACQUISITION COST	The original cost to the Government of an item of personal property as it is recorded in the financial and accounting records of the holding agency.
DISPOSAL	Disposition of surplus personal property through donation, sale, abandonment or destruction.
DONATION	Transfer of surplus personal property to non-Federal public agencies and other specifically designated recipients.
EXCESS	Personal property no longer required by the owning agency.
EXCHANGE/SALE	Property identified by FPMR 101-46 as being eligible for replacement. Generally, this property is subject to specific restrictions and limitations. Exchange allowances and sales allowances and sales proceeds are applied toward a one-for-one replacement of like or similar items.
LINE ITEM	A single line entry on a reporting form which indicates a quantity of personal property located at any one activity having the same description, condition code, and unit cost.
NONREPORTABLE PROPERTY	Generally, personal property with a unit acquisition cost under \$5,000, which does not meet the reporting criteria set forth in FPMR 101-43.304.
REPORTABLE PROPERTY	Personal property which is required to be reported to GSA in accordance with FPMR 101-43.304 prior to disposal.
SURPLUS	Excess personal property determined by GSA to be no longer required by the Federal Government, as provided in FPMR 101-43.311.
UTILIZATION	Identification, processing, reporting, and transfer of excess personal property among Federal agencies.

PERSONAL PROPERTY UTILIZATION PROGRAM

(FPMR 101-43)

The Federal Property Act and the Federal Property Management Regulations (FPMR) require that executive agencies use excess property as the first source of supply. Agencies which aggressively seek excess property for further Federal utilization save substantial amounts of procurement dollars.

What is Excess Property?

Excess property comprises every kind of personal property purchased by the Government, from farm animals to file cabinets, tools, office furniture, motor vehicles, airplanes, etc. When items are no longer needed by an agency, they are determined "excess" in accordance with FPMR 101 and are reported to GSA for possible transfer to other Federal agencies. Each executive agency is required by law to:

Maintain adequate inventory controls and accountability systems for its property.

- ◆ Reassign property among its activities (when it is determined to be no longer required for the purpose for which it was purchased).
- ◆ Continuously survey its property to determine that which is excess to its needs.
- ◆ Report to GSA that property which is excess to its needs.
- ◆ Obtain, for its own use, property which is excess to the needs of other agencies.

Who Can Obtain Excess Personal Property?

The following organizations are eligible to obtain excess property:

- ◆ Federal agencies, including wholly-owned Government corporations.
- ◆ Cost-reimbursable Government contractors.
- ◆ Federal cooperatives and project grantees.
- ◆ District of Columbia municipal government.
- ◆ Architect of the Capitol, U.S. Congress.
- ◆ Federal judicial agencies.
- ◆ Mixed-ownership corporations as defined in the Government Corporation Control Act.
- ◆ Certain non-Federal agencies eligible to use GSA sources of supply.

How to Acquire Excess Property

(FPMR 43.309)

The first step is to contact the staff at the GSA/FSS Regional Property Management Office serving your location (see listing on Page 13 of this Guide or visit our website at <http://pub.fss.gsa.gov>). GSA will also accept requirements by telephone, by letter, by memorandum, by electronic message, or an electronic freeze in the Federal Disposal System (FEDS).

The GSA/FSS Regional Property Management Office may have available the exact item you need, or they may offer you a substitute.

They also can match your requests against the computerized nationwide inventory of excess personal property. You may also use FEDS to search for property on your own. Because excess property changes hands quickly and is offered for only a short time, it is wise to use FEDS often or contact the GSA/FSS Regional Property Management Office frequently so that you can learn about excess as it becomes available.

Requests for excess property are generally honored on a first-come, first-served basis. In the event of competing requests, consideration is given to national defense requirements, emergency needs, equitable distribution, transportation costs, and avoidance of new procurement.

You will be notified when the property you need is located. The GSA/FSS Regional Property Management Office will arrange for you to inspect the property, help you complete Standard Form 122, Transfer Order, Excess Personal Property, and arrange for the transfer of the property and its accountability to your agency.

How to Accomplish Direct Transfers

(FPMR 101-43.309-5(a))

Excess property can be transferred directly between Federal agencies without prior GSA approval subject to several conditions. If reportable to GSA, the property must have a unit acquisition cost of \$5,000 or less and not yet be reported to GSA. If nonreportable, the property must have a unit acquisition cost of \$25,000 or less and not be frozen for other potential transfer. An information copy of each direct transfer document must be submitted by the holding agency to GSA within 10 working days after the transaction occurs.

How to Accomplish Prearranged Transfers

(FPMR 101-43.309-5(b))

A prearranged transfer can be accomplished for property which does not meet direct transfer criteria. In this case, the potential transferee agency must contact the controlling GSA/FSS Regional Property Management Office with appropriate information about the excess property in question, regardless of acquisition cost. If no competing requests exist or they are resolved in favor of the requesting agency, the GSA/FSS Regional Property Management Office can give verbal approval for the transfer. The ordering agency then annotates the transfer document with the date and name of the approving GSA official. An information copy of the transfer order must be submitted to the approving GSA/FSS Regional Property Management Office, but no SF-120 is required for reporting property.

What Does Excess Property Cost?

Transfers between Federal agencies are normally made without charge for the property itself. For transfers to project grantees, however, the sponsoring Federal agency must pay the U.S. Treasury 25 percent of the original acquisition cost of the property unless the project grantees are specifically exempted by law. Care, handling, and transportation costs are paid by the reporting agency.

Transfers are Reimbursable When

(FPMR 101-43.309-3):

- ◆ The property transferred was acquired with funds not appropriated from the general fund of the Treasury, and payment is requested.

- ◆ The transferor or the transferee agency is a wholly owned or mixed ownership Government Corporation, the municipal government of the District of Columbia, or is a non-Federal agency for which GSA procures.
- ◆ The transferor or the transferee agency is the U.S. Postal Service (USPS).
- ◆ The property is designated as exchange/sale property and is transferred pursuant to Part 101-46.
- ◆ The transferee agency is acquiring the property for use by a project grantee, which is a public agency or is nonprofit and exempt from taxation under 26 U.S.C. 501.
- ◆ Reimbursement is directed by GSA.

THE FEDERAL DISPOSAL SYSTEM (FEDS)

The Federal Disposal System (FEDS) is the General Services Administration's (GSA) computer system for recording, tracking, and controlling the nationwide inventory of excess and surplus personal property of the Federal government.

You can use FEDS to report property for excess screening and to compete for property. Once the property is reported, prospective users of the property can use FEDS to compete for it. GSA uses FEDS to track the progress of the property as it moves from the redistribution and excess stage of disposal to the surplus or donation stage. GSA personnel, acting as brokers, use FEDS to review requests for the property and to allocate the property to qualified Federal, State, or other organizations. After allocation, FEDS creates the appropriate transfer order documents required to complete transfer of the property.

FEDS is designed as a real-time system with an on-line database. The system is available on weekdays from 2 AM to 8 PM Eastern Time.

FEDS is available to three groups of users: Federal agencies, non-Federal recipients, and State Agencies for Surplus Property (SASP). Non-Federal recipients are activities which receive excess property through a Federal sponsor but are themselves neither Federal agencies nor donees. Examples of sponsoring organizations include the Department of Interior, Bureau of Indian Affairs; the US Department of Agriculture, State Extension Service; the National Science Foundation; the Department of Labor, Employment Training Administration; and the Department of Justice, US Marshals Service.

To run FEDS, you will need a computer, modem and communications software. You can also gain access to FEDS via the Internet. Contact your agency's National Utilization Officer or call the Property Management Division at (703) 305-7240 to become an authorized user. See the Personal Property segment on website <http://pub.fss.gsa.gov> for more information.

REPORTING EXCESS PERSONAL PROPERTY TO GSA (FPMR 101-43.304 and 101-43.4801)

Items with an original acquisition cost of \$5,000 or more and with a disposal condition code of 7 or less are reportable. Property which does not meet formal reporting criteria must be made available for transfer or donation as nonreportable property under the provisions of FPMR 101-43.305.

All aircraft in Federal Supply Classification (FSC) 1510 (fixed wing) and 1520 (rotary wing) must be reported to GSA, FSS (9FBP), 450 Golden Gate Avenue, San Francisco, CA 94102-3434, when reportable criteria are met, regardless of location of the property. All aircraft components, engines, and accessories are reportable to the appropriate GSA regional office based on property location when reportable criteria are met.

Abandoned and forfeited personal property not disposed of through independent statutory authority is reported by all Federal agencies to GSA, FSS, 3FP-W, 470 L'Enfant Plaza East, SW (Suite 8100), Washington, DC 20407.

Excess Contractor Inventory (FPMR 101-43.307-1)

Excess contractor inventory is contractor-acquired or Government-furnished property to which the Government has title, is in the possession of or available to a contractor or subcontractor, and exceeds the amounts needed to complete full performance of the contract. Such property, if serviceable or usable, is screened for use by Government agencies before disposal by donation or sale. Executive agencies are responsible for disseminating information concerning the availability of contractor inventory.

Transfers of excess contractor inventory are normally made without reimbursement. Except for termination inventory, the direct costs involved in the transfer (which may include packing, preparation for shipment, loading and transportation) are borne by the transferee agency if billed by the holding agency. In general, the procedures for reporting excess contractor inventory parallel those for reporting excess personal property. However, the time frames allotted for screening the property for possible reutilization or donation are shorter for excess contractor inventory. See the Federal Acquisition Regulation, Part 45.6, for detailed procedures.

Reporting Property with FEDS

Excess property is best reported to GSA via the report property function of the Federal Disposal System (FEDS). Use FEDS to provide all pertinent information to describe your property, its location, and the persons who are responsible for the property. Contact the Property Management Division at (703) 305-7240 or your agency's National Utilization Officer to become an authorized FEDS user. If you do not have access to a personal computer, report your excess property to GSA on a SF-120, Report of Excess Personal Property. Submit your report to the GSA Regional Office responsible for the geographic area where your property is physically located.

Whether you report your excess property via FEDS or via SF-120, provide your FEDSTRIP/MILSTRIP Activity Address Code (6 digits) and current Julian Date (4 digits, "YDDD"). This number, in combination with individual line item numbers, becomes the item control number used for reference purposes in tracking the property in the GSA utilization and disposal process.

Condition Codes (FPMR 101.43.4801(f))

It is essential that the excess personal property report reflect the true condition of the property in Block 18c of the SF-120. The following should be used in identifying the condition of your property:

Supply Condition Codes

A Serviceable Issuable without qualification
B Serviceable Issuable with qualification
C Serviceable Priority issue--less than 3 months shelf life
D Serviceable Test/Modification
E Serviceable Minor repairs
F Unserviceable Repairable
G Unserviceable Incomplete
H Unserviceable Condemned
S Scrap	

Disposal Condition Codes

- 1 Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
- 4 Property which shows some wear, but can be used without significant repair.
- 7 Property which is unusable in its current condition but can be economically repaired.
- X Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
- S Property which has no value except for its basic material content.

Description (FPMR 101.43.304-1)

A good comprehensive description of the available property is the best way to ensure its quick disposition. Inadequate or inaccurate descriptions result in follow-ups to obtain the necessary or correct information, delay the disposal process, and often result in lost opportunity for quick disposition by transfer or donation. In FEDS and Block 18B of the SF-120, describe each item in commercial terms and in sufficient detail to permit transfers or sale without further reference to the holding agency. Include national stock numbers when known. Other appropriate information includes name of the manufacturer, year of manufacture, manufacturer's part number, standard catalog reference number, and any applicable specifications.

NONREPORTABLE PROPERTY (FPMR 101.43-305)

Excess personal property which is not required to be reported to GSA in accordance with established reporting criteria (see FPMR 101.43-304) is still a valuable source of supply for Federal agencies. To the extent that nonreportable property is not covered by GSA utilization screening processes, each agency shall make a reasonable effort to obtain utilization of property having utilization potential by contacting generating Federal agencies.

Local Utilization Screening (21 days)

Contact the local GSA/FSS Regional Property Management Office to advise of available nonreportable excess generations. Regular contact is unnecessary if GSA makes routine visits to your site or visitation is considered impractical. Area Property Officers (APOs) are assigned at or near major excess generating activities and are responsible for local screening of nonreportable property and making it available for transfer to Federal agencies (see our website at <http://pub.fss.gsa.gov> for a list of APOs).

Local Donation Screening (21 days)

On the 22nd day, you may contact your local State Agency for Surplus Property (see our website <http://pub.fss.gsa.gov> for a list of SASPs) to advise of available nonreportable property that may have donation value. Any resulting donation transfers are accomplished on SF-123, Transfer Order of Surplus Personal Property, and require GSA approval. Following the complete screening period (42 days), nonreportable property shall be sold under the limited agency sales authority, if eligible, or referred to GSA for sales action on SF-126, Report of Surplus Personal Property for Sale (see FPMR 101-45.303).

Reportable/Nonreportable (N/R) Property Matrix

The following is a guide to determine if property is reportable or nonreportable. It shows Federal Supply Groups (FSG) and in some cases four-digit Federal Supply Classes (FSC). The “condition” column indicates the lowest Disposal Condition Code for property in that FSG or FSC to be considered as reportable property. See FPMR 101-43.4801(d) for further details.

Group	Condition	Group	Condition
10	N/R	except 4910	N/R
except 1005	7	4920	N/R
1010	7	4930	N/R
11	N/R	4935	N/R
12	N/R	4940	N/R
13	N/R	4960	N/R
14	N/R	51	N/R
15	N/R	53	N/R
except 1510	7	54	7
1520	7	55	N/R
1560	7	56	N/R
16	7	58	N/R
17	N/R	59	N/R
18	7	60	N/R
19	7	61	7
except vessels over		62	N/R
1500 gross tons	N/R	63	N/R
20	N/R	65	N/R
22	7	66	N/R
23	7	67	N/R
24	7	68	N/R
25	N/R	69	N/R
26	N/R	70	7
28	N/R	71	7
except 2805	7	72	N/R
2810	7	73	7
2815	7	74	N/R
2840	7	75	N/R
29	N/R	76	N/R
30	N/R	77	N/R
31	N/R	78	N/R
32	7	79	N/R
34	7	80	N/R
35	7	81	N/R
36	7	83	N/R
37	7	84	N/R
38	7	85	N/R
39	7	86	N/R
40	N/R	87	N/R
41	N/R	88	N/R
42	7	89	N/R
43	7	91	N/R
44	N/R	93	N/R
45	N/R	94	N/R
46	N/R	95	N/R
47	N/R	96	N/R
48	N/R	99	N/R
49	7		

SURPLUS PERSONAL PROPERTY DONATION PROGRAM (FPMR 101-44)

What is Surplus Property as Determined by GSA?

Surplus property is any excess personal property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the Administrator of General Services Administration.

Federal Surplus Personal Property Donation Program

The Federal Surplus Personal Property Donation Program enables certain non-Federal organizations to obtain personal property the Federal Government no longer needs.

The basic authority for the Donation Program is the Federal Property and Administrative Services Act of 1949, as amended. This law provides for the transfer of surplus personal property to State Agencies for Surplus Property (see our website at <http://pub.fss.gsa.gov> for the listing of SASPs) which in turn donate it to non-Federal public agencies and other specifically designated recipients. The major categories of eligible recipients are:

- ◆ Public agencies
- ◆ Nonprofit educational and public health activities
- ◆ Nonprofit and public programs for the elderly
- ◆ Educational activities of special interest to the armed services
- ◆ Public airports
- ◆ Providers of assistance to the homeless

Distribution of Surplus Property

In accordance with the law, State Agencies for Surplus Property (see our website <http://pub.fss.gsa.gov> for a list of SASPs) have been established by each state, the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, the Commonwealth of the Northern Marianas, and Guam. These SASPs advise applicants of eligibility requirements and procedures to be followed in acquiring Federal surplus personal property.

Agency Donation Responsibilities

After the utilization cycle, agencies are obliged to make surplus personal property available for donation and allow authorized screeners to inspect available property.

Donation Timeframes

- ◆ Donation screening for both reportable and nonreportable property lasts for 21 days.
- ◆ Donee-selected surplus property is set aside for a maximum of 42 days from the surplus release date.
- ◆ Property should be picked up within 15 days of approval and receipt of the SF-123 transfer document.

PERSONAL PROPERTY SALES PROGRAM (FPMR 101-45)

The Federal Surplus Personal Property Sales Program offers items that the Federal Government no longer needs and exchange/sale property for sale to the general public by competitive means. The basic authority for this program is the Federal Property and Administrative Services Act of 1949, as amended.

GSA Sales Objectives and Responsibilities

GSA objectives are to conduct sales in an efficient, expeditious manner and obtain maximum net returns with a minimum of inconvenience to holding agencies.

Who Sells Federal Surplus Property?

GSA sells surplus and exchange/sale property for the civilian Federal agencies while DOD sells for the military services. Holding agencies assist in the sale as outlined later in this section.

Methods of Sale (FPMR 101-45.304)

Surplus personal property is sold to the public by competitive offerings using the following methods:

Auction	Traditional auction methods are used. Prospective buyers are given a description of the property to be auctioned and bidding instructions. The auctioneer “crying” the sale offers the property item-by-item and “knocks down” each item to the highest bidder.
Fixed Price	Fixed price sales of exchange/sale property may be conducted in the same manner and subject to the same conditions as negotiated sales of surplus personal property at fixed prices. There is no dollar limitation applicable to fixed price sales. This method of sale is referred to as “retail” sale. Only those classes of property approved by the Administrator of GSA may be sold at fixed prices and only usable property may be sold. Scrap and salvage property must continue to be sold competitively.
Negotiated	While it is the policy to sell property after publicly advertising for bids, when circumstances dictate, property may be sold by negotiation, subject to obtaining such competition as is feasible.
Sealed Bid	An “Invitation for Bids” (IFB) and bidding form are provided to a private buyer. The IFB describes the property offered for sale, lists special conditions applicable to the sale, and indicates where and when the property may be inspected and where and when bids must be submitted. Sealed bids received at the specified sales office by the date and time shown in the IFB are opened publicly. Awards go to the highest responsive bidders, and the sales office notifies successful bidders as soon as possible.

Spot Bid

Bidding takes place during the sale, and the property is offered item-by-item, as in an auction. However, bids are written rather than voiced. Awards to the highest responsive bidders are announced.

Conditions of Sale

General Conditions

Surplus property is sold subject to the General Terms and Conditions (Standard Form 114C). Copies are available for review at the GSA Regional Office (see listing of GSA/FSS Regional Personal Property Management Offices on Page 13 or on website <http://pub.fss.gsa.gov>).

Special Conditions

Special restrictions and conditions often apply to the sale of certain classes of property. Bidders should study carefully their sales invitations and catalogs to be sure they understand the terms of each sale.

Awards

Property is awarded to bidders who submit the highest bids acceptable to the Government and responsive to the terms and conditions of the IFB. If none of the bids represents a fair price, equal to the market value of the property, an award is not made and the property may be re-offered for sale later.

Payment and Removal

Successful bidders cannot remove any property until they have paid for it in full. Acceptable forms of payment are cash, money orders, traveler's checks, cashier's checks, credit union checks, Government checks, and personal checks with informal bank letters guaranteeing payment. American Express, MasterCard, NOVUS (Bravo/Discover), VISA, and other private-issue credit cards also are acceptable for many sales. The Government does not provide any form of financing.

Holding Agencies' Responsibilities

Holding agencies are responsible for the care and handling of surplus property during the sales process and perform these additional services:

- ◆ Provide descriptive information for sale and accountability on SF-120 for reportable property or SF-126 for nonreportable surplus and exchange/sale property.
- ◆ Provide for inspection by prospective bidders.
- ◆ Provide facilities and assistance when requested by GSA.
- ◆ Assist in the physical lotting of property to be sold. (Lotting refers to the division of the property into reasonably sized groups of similar items in order to promote competitive bidding.)
- ◆ Transport property to a consolidated sales site when acceptable to both the holding agency and GSA.

SALES OF PERSONAL PROPERTY BY OWNING AGENCIES (FPMR 101-45.103-2)

All provisions of Parts 101-45 and 101-46 shall be followed in conducting sales of Government-owned personal property. Agency internal procedures shall be issued to ensure compliance and uniformity and to protect the integrity of the sales process.

ABANDONMENT AND DESTRUCTION GUIDELINES (FPMR 101-45.9)

General

- The disposal process for Federal excess and surplus personal property is as follows:
 - ◆ Utilization;
 - ◆ Donation;
 - ◆ Sale; and
 - ◆ Abandonment or destruction.
- Normally, property reaches the abandonment or destruction phase only after utilization, donation, and sale efforts have produced no results. It has been thus demonstrated that the property has no utilization, donation, or sales value and is eligible for disposition through abandonment or destruction. In certain cases, law, regulation, or agency directive for reasons of public health, safety, or security authorizes disposal by abandonment or destruction. Depending on the cited reason or authority, abandonment or destruction can take place at any time during the disposal process.
- Abandonment or destruction of Federal excess and surplus property must be documented properly and must meet all audit trail requirements. Great care should be taken to justify fully and document all actions related to abandonment or destruction.

Procedures

- The first requirement for a holding agency in preparing to dispose of property through abandonment or destruction is to determine the proper authority. The authorities are:
 - ◆ The property has no commercial value. No commercial value means that the property, through determination, has neither utility nor monetary value (either as an item or as scrap).
 - ◆ The cost of care, handling, and preparation of the property for sale would be greater than the expected sale proceeds (estimated fair market value).
 - ◆ A law, regulation, or directive requires abandonment or destruction.

- ◆ Written instructions by a duly authorized official (health, safety, and security) directs abandonment or destruction.
- After selecting the appropriate authority, the holding agency prepares a written finding justifying the abandonment or destruction action (see FPMR 101-45.902(a)). The written finding includes:
 - ◆ A detailed description of the property, condition, and total acquisition cost.
 - ◆ The authority for the abandonment or destruction action along with any pertinent supporting documentation.
 - ◆ A statement describing the proposed method of destruction (i.e., burning, burying, etc.) or the abandonment location.
 - ◆ A statement that the proposed abandonment or destruction action will not be detrimental or dangerous to public health or safety, and will not infringe on the rights of other persons.
 - ◆ The signature of the appropriate agency official approving the abandonment or destruction.
 - ◆ Request for abandonment or destruction approval for property with an acquisition cost of over \$1,000 should, in addition to the signature of the agency approving official, include the title, telephone number, and signature of the agency reviewing authority.
- Following appropriate approval, the holding agency must provide for public notice of the abandonment or destruction action. Public notice will be given in the area in which the property is located and should be for a period not less than 7 calendar days. The public notice will include:
 - ◆ A general description of the property.
 - ◆ The date and location of the abandonment or destruction action.
 - ◆ An offer to donate the property to public bodies (see FPMR 101-44.7).
 - ◆ An offer to sell the property.
- The public can be notified by posting announcements in public places, or publishing the announcement in organizational newsletters or local newspapers. The holding agency or the appropriate GSA/FSS Regional Property Management Office may carry out the sale of property pending abandonment or destruction action.
- There are exceptions to the requirement for public notice of abandonment or destruction action. The exceptions are when—

- ◆ In the best interest of the public, immediate abandonment or destruction is necessary or desirable because of the nature of the property or because of the difficulty or expense of its care and handling. In this case, the written justification and approval by the agency reviewing authority should indicate one of the following:

- > The value of the property is so little or the cost of care and handling is so great that retention and advertising for sale is clearly uneconomical.
- > Immediate abandonment or destruction is required because of health, safety, or security considerations.
- > The property to be abandoned or destroyed is unserviceable, expendable property, such as obsolete unclassified navigation charts, electric light bulbs, radio tubes, fuses, resistors, capacitors, air filters, dust cloths, etc., and the accumulation of this type of property is uneconomical and not in the best interest of the Government.
- > A single line item of property to be abandoned or destroyed at any one location at any one time has an acquisition cost of less than \$500.
- > Following the abandonment or destruction, a certificate of abandonment or destruction should be prepared by the holding agency to document the action and satisfy audit trail requirements. This certification shall be made part of the official holding agency property account records. The certification should read as follows:

I certify that (identify items) were (abandoned/destroyed) in the manner authorized by the Federal Property Management Regulations and other applicable regulations.

Agency Official

Date

I have witnessed the (abandonment or destruction) of the described property in the manner and on the date stated herein.

Witness

Date

- ◆ An authorized official of the holding agency and a holding agency employee that actually witnessed the abandonment or destruction action signs the certification.

PUBLIC NOTICE OF ABANDONMENT OR DESTRUCTION

1. NOTICE

NOTICE is hereby given that the _____ proposes to initiate abandonment or destruction procedures for the following surplus Government property.

Item name: _____

General description: _____

National Stock Number (NSN): _____

Quantity: _____

Condition: _____

Unit of issue: _____

Total Original Acquisition Cost: _____

2. DONATION

Beginning on _____ until close of business _____, the above property will be available for donation to public bodies. After this time, remaining property will be abandoned or destroyed in accordance with applicable Government disposal regulations.

3. SALE

Notwithstanding the above, commencing with the posting of this notice and so long as the property is available, the Government will consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis.

4. INSPECTION

This property is available for inspection at

_____ from _____ Monday thru Friday, from _____ (a.m./p.m.) to _____ (a.m./p.m.) excluding holidays and weekends. Interested parties are invited to contact:

Name: _____

Address: _____

Telephone Number: _____

PROPERTY WITH SPECIAL HANDLING REQUIREMENTS

The following categories of personal property have special handling requirements associated with disposition. If there is a question, contact the appropriate GSA/FSS Regional Property Management Office (see listing on Page 13 or visit the website at <http://pub.fss.gsa.gov>.)

ABANDONED OR OTHER UNCLAIMED PROPERTY may be retained for official use or processed for utilization and disposal as provided in FPMR Part 101-48. However, reimbursement equivalent to the estimated fair market value or actual sales proceeds, less costs of care and handling, must be deposited in a special fund in the U.S. Treasury to reimburse former owners if they file a proper claim within three years.

AGRICULTURAL commodities with an acquisition cost over \$5,000 will be referred to the Department of Agriculture (see FPMR 101-45.309-1).

AIRCRAFT in Federal Supply Classification (FSC) Class 1510 (fixed wing) and FSC 1520 (rotary wing) are reported to GSA/FSS Property Management Office (9FBP), 450 Golden Gate Avenue, San Francisco, California 94102-3434, provided reportable criteria are met. Aircraft components, engines, and accessories are reported to the appropriate GSA/FSS Regional Property Management Office (see listing on Page 13 or visit website at <http://pub.fss.gsa.gov>).

BEDDING & UPHOLSTERED FURNITURE must be disposed of in accordance with state laws and health regulations.

CERTIFIED & NONCERTIFIED ELECTRONIC PRODUCTS, if not required for transfer or donation, shall be sold in accordance with the provisions of FPMR 101-45.304 and the special conditions of sale in FPMR 101-45.309-11.

CONTROLLED SUBSTANCES are transferable only to Federal agencies registered with the Drug Enforcement Administration (DEA) as authorized to acquire such property. Requesting agencies will certify on the transfer order that they are registered with DEA and include their registration number.

DANGEROUS PROPERTY must be rendered innocuous or adequate safeguards provided, before disposition.

DEMILITARIZATION & DECONTAMINATION requirements for Department of Defense (DOD) munitions list items must be perpetuated on all disposal records. Of the 13 demilitarization codes in use, only C, D, E, F, and L require demilitarization action.

DRUGS, BIOLOGICALS, & REAGENTS OTHER THAN CONTROLLED SUBSTANCES may be transferred among Federal agencies whereas potential donees or purchasers must obtain Food and Drug Administration (FDA) clearance.

FIREARMS may be made available for Federal transfer to agency components with authorizing missions. Donation of firearms may be made through SASPs to state and local public agencies for law enforcement purposes only and is limited as provided in FPMR 101-42.1102-10. When no longer needed for Federal use, they will be disposed of as scrap after total destruction by crushing, cutting,

breaking, or deforming. Public sale of firearms is prohibited. Firearms are reported to GSA/FSS Property Management Office (7FP-8), P.O. Box 25506, DFC, Bldg. 41, Denver, CO 80225-0506.

FOREIGN GIFTS with a unit value at over \$260, if not retained for official use, must be reported to GSA/FSS Property Management Division (FBP), 1941 Jefferson Davis Highway, Crystal Mall Building 4, Arlington, Virginia 22202.

FORFEITED PROPERTY is processed as provided by statutory authorities of the seizing agency or, in the absence of such authority, under the provisions of FPMR Part 101-48. Forfeited property subject to FPMR Part 101-48 may be retained by the seizing agency for official use or reported for utilization and disposal to GSA/FSS Property Management Office (3FP-W), 470 L'Enfant Plaza East, SW (Suite 8100), Washington, DC 20407.

HAZARDOUS MATERIALS must be handled and used in accordance with current Occupational Safety and Health Administration (OSHA) regulations, transported in accordance with current Department of Transportation (DOT) regulations and disposed of in accordance with current Environmental Protection Agency (EPA) regulations.

NONAPPROPRIATED FUND PROPERTY may be transferred upon terms agreed to between the owning and receiving agencies.

SAFES & LOCKING FILE CABINETS shall not be accepted in a locked condition. Combinations should be taped and/or keys strapped to the outside front.

VEHICLES are subject to replacement standards defined by FPMR 101-38.9 and a SF-97 must be issued by the holding agency if a vehicle is donated or sold.

VOLUNTARILY ABANDONED PROPERTY is property abandoned in such a manner as to vest title in the Federal Government. Such property is subject to the provisions of FPMR Part 101-48. It may be retained by the seizing agency for official use or reported for utilization and disposal to GSA/FSS Property Management Office (3FP-W), 470 L'Enfant Plaza East, SW (Suite 8100), Washington, DC 20407.

TECHNIQUES TO ACCELERATE THE DISPOSAL PROCESS

This section focuses on procedures for streamlining the disposal process.

Report Promptly

Advance screening of excess property will enable holding agencies to coincide utilization or disposal with acquisition. Reports of predetermined excess should indicate the earliest date that property will become available. You can also use the Federal Disposal System (FEDS) to control internal screening and re-distribution of excess property within your agency. Contact your National Utilization Officer or call the Property Management Division at (703) 305-7240 for more information.

Contact the GSA Region if Expedited Disposal Required

If unforeseen circumstances make it necessary to accelerate the disposal process, the GSA disposal timeframes can be altered provided that GSA is aware of the urgency. Contact the GSA/FSS Regional Property Management Office (see listing on Page13 or visit website at <http://pub.fss.gsa.gov>) to request accelerated disposal action.

Provide Accurate Description and Condition Codes

Proper condition coding is second only to a complete and accurate description of the property. Condition codes should be assigned as if you were going to be the ultimate user of the property. Indiscriminate downgrading of property is a violation of regulations and often delays the disposal of the property.

Notify GSA of Changes

GSA must be notified if items have been withdrawn or their condition has changed since property was reported. Failure to provide such information will waste resources of agency screeners.

Follow Up

Property transferred, donated, or sold by GSA should be removed within 20, 15, and 20 days, respectively. GSA should be notified of property removal delays so remedial action can be taken.

Promote Local Screening for Nonreportable Property

The FPMR establishes local 21-day utilization and 21-day donation cycles for nonreportable property prior to sales disposition. Initiate nonreportable cycles by calling GSA and other Federal screeners on the first day of the utilization cycle. For property that survives utilization screening, contact the State Agencies for Surplus Property (see our website at <http://pub.fss.gsa.gov> for a list of SASPs) to begin screening on the first day of the donation cycle.

Exercise Delegated Sales Authorities

Limited agency sales can be held much more rapidly than regionwide GSA-conducted sales with property from many different agencies (see FPMR 101-304-3).

Implement Prompt Abandonment or Destruction

FPMR Subpart 101-45.9 provides authority and procedures for the orderly abandonment and destruction of property. Depending on the cited reason or authority, abandonment or destruction can be effected at any time during the disposal process.

EXCHANGE/SALE OF PERSONAL PROPERTY (FPMR 101-46)

General Authorization

When replacing personal property with similar items, the exchange/sale authority provides for the value of the old items to be used to reduce the cost of the replacement item either by exchange (trade-in) or sale and use of the proceeds in the acquisition of the replacement item.

Exchange or Sale Determination

The holding agency must determine if exchange or sale will obtain the maximum return to the Government including administrative and overhead expenses. If exchange is impractical or sale proceeds are estimated to be less than \$100, the property should be declared excess. Replacement transactions may involve more than one organizational unit of a Federal agency, i.e., the items to be replaced may be excess to the needs of one unit, but a new similar item is being acquired elsewhere in the agency.

Transfers of Exchange/Sale Property

Holding agencies are required to make exchange/sale property, which has not met replacement standards available for transfer to other Federal agencies known to use or distribute such property. Transferee agencies can be charged fair market value reimbursement.

Restrictions and Limitations

- ◆ The following Federal Supply Classification groups are ineligible for exchange/sale:

10	Weapons
11	Nuclear ordnance
12	Fire control equipment
14	Guided missiles
15	Aircraft; except FSC 1560, Airframe Structural Components
42	Firefighting, rescue, and safety equipment
44	Furnace, steam plant, drying equipment, and nuclear reactors
51	Hand tools
54	Prefabricated structures and scaffolding
68	Chemicals and chemical products, except medicinal chemicals
71	Furniture
84	Clothing, individual equipment, and insignia

- ◆ The item exchanged or sold must be similar to the item acquired. Items are similar when the item acquired is designed and constructed for the same specific purpose as the replaced items or both constitute parts or containers for identical or similar end items.
- ◆ The items exchanged or sold are not excess.
- ◆ Replacement is on a one-for-one basis except when a greater or lesser number of acquired items will be used to perform substantially all of the same tasks performed by the replaced items.
- ◆ A written administration determination must be made prior to the transaction that the sale proceeds or exchange allowance will be used to reduce the cost of the replacement item.
- ◆ Property in new, unused, or scrap condition may not be exchanged or sold under this authority except in the case of scrap gold for fine gold.
- ◆ Property acquired from excess must be placed in official use for a minimum of 1 year to be eligible for replacement under the exchange/sale authority.

Exchange Procedures

An exchange generally occurs when a vendor delivers a replacement item and removes the item being replaced. This may take place at separate locations if the item to be replaced was generated by one organizational unit and the item to be acquired will be assigned to another organizational unit.

Sale Methods and Procedures

The methods, terms, and conditions for sale of surplus property (FPMR 101-45.304) also apply to the sale of exchange/sale property. Negotiated sales of such property are limited to proceeds of \$500 or less.

Availability of Exchange/Sale Proceeds

Exchange/Sale proceeds are accounted for as prescribed in General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures, Section 14-4. Application of proceeds is as follows:

- ◆ When the property is sold before acquisition of the replacement property, the proceeds are credited to the agency's account using Standard Form 1081, or other approved forms, and are available for acquisition of the replacement item for the remainder of the fiscal year and one fiscal year thereafter. Proceeds not obligated within the time limit revert to miscellaneous receipts of the Treasury.
- ◆ When the property is sold after the acquisition of the replacement property, the proceeds are generally deposited as a direct reimbursement credit to the appropriation from which the replacement item was purchased.
- ◆ Exchange/Sale transactions may involve more than one organizational unit. Sale proceeds from an eligible item sold from one property account may be applied to the cost of a similar item acquired by another organizational unit of that agency.

GIFTS

Federal agencies or agency employees occasionally receive and accept unconditional gifts (those with no stipulations concerning their use) or gifts presented by foreign governments. These gifts are subject to the following disposal provisions:

Unconditional Gifts

- ◆ Any unconditional gift that is accepted immediately becomes property of the Federal Government. If the receiving agency has specific statutory authority to do so, it may use the gift. The gift is entered into the agency's property account and loses its identity as a gift.
- ◆ When an accepted gift cannot be used or has been used but is no longer required, it is reported to GSA for disposition in the same manner as other excess personal property.

Foreign Gifts

- ◆ If the gift is valued at less than \$260 at the time of receipt, the recipient may keep it, provided the employing agency regulations permit the employee to do so. Otherwise, it must be reported and deposited with the employee's agency within 60 days of receipt.
- ◆ When a gift of more than minimal value (\$260) has been accepted and cannot be used, or has been used but is no longer required, it is reported to GSA on a SF-120 within 30 calendar days. The SF-120 is sent to the GSA/FSS Property Management Division (FBP), 1941 Jefferson Davis Highway, Arlington, VA 22202, and should be conspicuously marked "FOREIGN GIFTS AND/OR DECORATIONS."
- ◆ Foreign gifts may be requested by Federal agencies for transfer for official use by submitting a SF-122 to the GSA/FSS Property Management Division (FBP), 1941 Jefferson Davis Highway, Arlington, VA 22202, for approval.
- ◆ Gifts not required for Federal use nor sold to the recipient are made available to the State Agencies for Surplus Property for donation to public agencies and eligible nonprofit, tax-exempt activities. Requests for donations are submitted on a SF-123.

ANNUAL REPORTS

Transfers to Non-Federal Recipients (FPMR 101-43.4701(e))

Executive agencies must submit an annual report, in letter form, of personal property furnished to non-Federal recipients. Negative reports are required. The report must list the recipients' names and addresses, status (i.e., cost-reimbursable contractor, project grantee, etc.), total acquisition cost of all property furnished, and identified by each applicable two-digit FSC code. The report is sent to the GSA/Office of Governmentwide Policy (MTP), 1800 F Street, NW, Washington, DC 20405.

FORMS TO USE

- ◆ Standard Form (SF) 120 Report of Excess Personal Property (NSN 7540-00-634-4074)
- ◆ Standard Form (SF) 122 Transfer Order, Excess Personal Property (NSN 7540-00-159-4837)
- ◆ Standard Form (SF) 123 Transfer Order of Surplus Personal Property (NSN 7540-00-965-2415)
- ◆ Standard Form (SF) 126 Report of Personal Property for Sale (NSN 7540-00-900-9859)

The Standard Forms may be obtained by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA/FSS Regional Property Management Office (see list on Page 13) providing support to the requesting activity.

You may also obtain these forms through GSA Advantage!. GSA Advantage! is an on-line shopping service provided exclusively for authorized Federal Government users. Go to our website <http://pub.fss.gsa.gov> and "click" on "GSA Advantage!."

**GSA/FSS REGIONAL PERSONAL
PROPERTY MANAGEMENT OFFICES
AND
GEOGRAPHIC AREAS OF
RESPONSIBILITY**

New England (Region 1)

***(Connecticut, Maine, Massachusetts, New Hampshire,
Rhode Island, Vermont)***

GSA/FSS Property Management Office
O'Neil Federal Office Building
10 Causeway Street
3rd Floor, Room 347 (2FBP-1)
Boston, MA 02222-1076
(617) 565-7319

Northeast & Caribbean (Region 2)

(New Jersey, New York, Puerto Rico, Virgin Islands)

GSA/FSS Property Management Office
26 Federal Plaza, Room 20-112, (2FBP)
New York, NY 10278
(212) 264-2034

Mid-Atlantic (Region 3)

***(Delaware, Maryland, Virginia (except Washington, DC,
Metropolitan area), Pennsylvania, West Virginia)***

GSA/FSS Property Management Office
Wanamaker Building (3FPD)
100 Penn Square East
Philadelphia, PA 19107-3396
(215) 656-3921

***National Capital Region (NCR)
(Washington, DC, Metropolitan Area)***

GSA/FSS Property Management Office
470 L'Enfant Plaza East, SW (3FP-W)
Suite 8100
Washington, DC 20407
(202) 619-8990

Southeast Sunbelt (Region 4)

***(Alabama, Florida, Georgia, Kentucky, Mississippi,
North Carolina, South Carolina, Tennessee)***

GSA/FSS Property Management Office
Peachtree Summit Building
401 West Peachtree Street (4FD)
Atlanta, GA 30365-2550
(404) 331-0040

Great Lakes (Region 5)

***(Illinois, Indiana, Michigan, Minnesota, Ohio,
Wisconsin)***

GSA/FSS Property Management Office
230 South Dearborn Street (5FBP)
DPN-34-6, Room 3400
Chicago, IL 60604-1696
(312) 886-8996

Heartland Region (Region 6)

(Iowa, Kansas, Missouri, Nebraska)

GSA/FSS Property Management Office
1500 East Bannister Road (6FBP)
Room 1102
Kansas City, MO 64131
(816) 823-3700

Greater Southwest (Region 7)

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

GSA/FSS Property Management Office
819 Taylor Street (7FMP)
Fort Worth, TX 76102-6105
(817) 978-3794

Rocky Mountain (Region 8)

***(Colorado, Montana, North Dakota, South Dakota,
Utah, Wyoming)***

GSA/FSS Property Management Office
P.O. Box 25506
Denver Federal Center, Building 41 (7FP-8)
Denver, CO 80225-0506
(303) 236-7700

Pacific Rim (Region 9)

***(American Samoa, Arizona, California, Commonwealth
of Northern Mariana Islands, Guam, Hawaii, Nevada)***

GSA/FSS Property Management Office
450 Golden Gate Avenue (9FBP)
San Francisco, CA 94102-3434
(415) 522-3029

Northwest/Arctic (Region 10)

(Alaska, Idaho, Oregon, Washington)

GSA/FSS Property Management Office
400 15th Street, SW (10FZP)
Auburn, WA 98001-6599
(253) 931-7311

Central Office

General Services Administration
Federal Supply Service
Property Management Division (FBP)
1941 Jefferson Davis Highway, Room 812
Arlington, VA 22202
(703) 305-7240

FEDERAL SUPPLY CLASSIFICATION

The following listing was extracted from Cataloging Handbook, H2-1, Federal Supply Classification, Part 1, Groups and Classes, which is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

GROUP 10	WEAPONS	GROUP 34	METALWORKING MACHINERY
GROUP 11	NUCLEAR ORDNANCE	GROUP 35	SERVICE AND TRADE EQUIPMENT
GROUP 12	FIRE CONTROL EQUIPMENT	GROUP 36	SPECIAL INDUSTRY MACHINERY
GROUP 13	AMMUNITION AND EXPLOSIVES	GROUP 37	AGRICULTURAL MACHINERY AND EQUIPMENT
GROUP 14	GUIDED MISSILES	GROUP 38	CONSTRUCTION, MINING, EXCAVATING, AND HIGHWAY MAINTENANCE EQUIPMENT
GROUP 15	AIRCRAFT AND AIRFRAME STRUCTURAL COMPONENTS	GROUP 39	MATERIALS HANDLING EQUIPMENT
GROUP 16	AIRCRAFT COMPONENTS AND ACCESSORIES	GROUP 40	CABLE, CHAIN, AND FITTINGS
GROUP 17	AIRCRAFT LAUNCHING, LANDING, AND GROUND HANDLING EQUIPMENT	GROUP 41	REFRIGERATION, AIR CONDITIONING, AND AIR CIRCULATING EQUIPMENT
GROUP 18	SPACE VEHICLES	GROUP 42	FIREFIGHTING, RESCUE, AND SAFETY EQUIPMENT
GROUP 19	SHIPS, SMALL CRAFT, PONTOONS, AND FLOATING DOCKS	GROUP 43	PUMPS AND COMPRESSORS
GROUP 20	SHIP AND MARINE EQUIPMENT	GROUP 44	FURNACE, STEAM PLANT, AND DRYING EQUIPMENT; AND NUCLEAR REACTORS
GROUP 21	UNASSIGNED	GROUP 45	PLUMBING, HEATING, AND SANITATION EQUIPMENT
GROUP 22	RAILWAY EQUIPMENT	GROUP 46	WATER PURIFICATION AND SEWAGE TREATMENT EQUIPMENT
GROUP 23	GROUND EFFECT VEHICLES, MOTOR VEHICLES, TRAILERS, AND CYCLES	GROUP 47	PIPE, TUBING, HOSE, AND FITTINGS
GROUP 24	TRACTORS	GROUP 48	VALVES
GROUP 25	VEHICULAR EQUIPMENT COMPONENTS	GROUP 49	MAINTENANCE AND REPAIR SHOP EQUIPMENT
GROUP 26	TIRES AND TUBES	GROUP 50	UNASSIGNED
GROUP 27	UNASSIGNED	GROUP 51	HANDTOOLS
GROUP 28	ENGINES, TURBINES AND COMPONENTS	GROUP 52	MEASURING TOOLS
GROUP 29	ENGINE ACCESSORIES	GROUP 53	HARDWARE AND ABRASIVES
GROUP 30	MECHANICAL POWER TRANSMISSION EQUIPMENT	GROUP 54	PREFABRICATED STRUCTURES AND SCAFFOLDING
GROUP 31	BEARINGS	GROUP 55	LUMBER, MILLWORK, PLYWOOD, AND VENEER
GROUP 32	WOODWORKING MACHINERY AND EQUIPMENT	GROUP 56	CONSTRUCTION AND BUILDING MATERIALS
GROUP 33	UNASSIGNED	GROUP 57	UNASSIGNED
		GROUP 58	COMMUNICATION, DETECTION, AND COHERENT RADIATION EQUIPMENT

GROUP 59	ELECTRICAL AND ELECTRONIC EQUIPMENT	GROUP 81	CONTAINERS, PACKAGING AND PACKING SUPPLIES
GROUP 60	FIBER OPTICS MATERIALS, COMPONENTS, ASSEMBLIES, AND ACCESSORIES	GROUP 82	UNASSIGNED
GROUP 61	ELECTRIC WIRE, AND POWER AND DISTRIBUTION EQUIPMENT	GROUP 83	TEXTILES, LEATHER, FURS, APPAREL AND SHOE FINDINGS, TENTS AND FLAGS
GROUP 62	LIGHTING FIXTURES AND LAMPS	GROUP 84	CLOTHING, INDIVIDUAL EQUIPMENT, AND INSIGNIA
GROUP 63	ALARM, SIGNAL, AND SECURITY DETECTION SYSTEMS	GROUP 85	TOILETRIES
GROUP 64	UNASSIGNED	GROUP 86	UNASSIGNED
GROUP 65	MEDICAL, DENTAL, AND VETERINARY EQUIPMENT AND SUPPLIES	GROUP 87	AGRICULTURAL SUPPLIES
GROUP 66	INSTRUMENTS AND LABORATORY EQUIPMENT	GROUP 88	LIVE ANIMALS
GROUP 67	PHOTOGRAPHIC EQUIPMENT	GROUP 89	SUBSISTENCE
GROUP 68	CHEMICALS AND CHEMICAL PRODUCTS	GROUP 90	UNASSIGNED
GROUP 69	TRAINING AIDS AND DEVICES	GROUP 91	FUELS, LUBRICANTS, OILS, AND WAXES
GROUP 70	AUTOMATIC DATA PROCESSING EQUIPMENT (INCLUDING FIRMWARE), SOFTWARE, SUPPLIES AND SUPPORT EQUIPMENT	GROUP 92	UNASSIGNED
GROUP 71	FURNITURE	GROUP 93	NONMETALLIC FABRICATED MATERIALS
GROUP 72	HOUSEHOLD AND COMMERCIAL FURNISHINGS AND APPLIANCES	GROUP 94	NONMETALLIC CRUDE MATERIALS
GROUP 73	FOOD PREPARATION AND SERVING EQUIPMENT	GROUP 95	METAL BARS, SHEETS, AND SHAPES
GROUP 74	OFFICE MACHINES, TEXT PROCESSING SYSTEMS AND VISIBLE RECORD EQUIPMENT	GROUP 96	ORES, MINERALS, AND THEIR PRIMARY PRODUCTS
GROUP 75	OFFICE SUPPLIES AND DEVICES	GROUP 97	UNASSIGNED
GROUP 76	BOOKS, MAPS, AND OTHER PUBLICATIONS	GROUP 98	UNASSIGNED
GROUP 77	MUSICAL INSTRUMENTS, PHONOGRAPHS, AND HOME-TYPE RADIOS	GROUP 99	MISCELLANEOUS
GROUP 78	RECREATIONAL AND ATHLETIC EQUIPMENT		
GROUP 79	CLEANING EQUIPMENT AND SUPPLIES		
GROUP 80	BRUSHES, PAINTS, SEALERS, AND ADHESIVES		



Bye Bye Blackbirds!

The role of Property Management in the utilization program is to promote the continued use of Federal personal property already owned by the Government. When personal property is no longer needed, the owning agency declares it excess and refers it to GSA for Governmentwide screening. The Pacific Rim Region, on October 1, 1999, announced the first aircraft transfer for Fiscal Year 2000. Four SR-71 Blackbirds were transferred from the U.S. Air Force to the National Aeronautics and Space Administration's (NASA) Dryden Flight Research Center, in Edwards, CA.

Lockheed's Kelly Johnson's creation, the SR-71 Blackbird set the world speed record in 1965 and has held it ever since. Originally called the RS-71 by Lockheed, it was mistakenly referred to as SR-71 by President Lyndon Johnson and no one wanted to correct him, so the SR designation stuck. The secrecy that surrounded this aircraft was astounding, as the Air Force would never formally acknowledge the SR-71's until well into the 1970's. The SR-71 was so far ahead of its time that to this day very few airplanes can outperform it. Everything about this aircraft's creation was gigantic. The aircraft is constructed totally of titanium alloy and incorporates original stealth technology. The plane flew so high (100,000+ feet) and so fast (Mach 3.5) that many technical problems had to be overcome during production. Not really black but deep indigo blue, the paint is special, heat dissipating and radar absorbent, as skin temperatures can reach 1100°F in flight. Heat causes the fuselage to expand six inches in flight, requiring flexible fuel tanks. The plane literally leaks fuel on the ground until high speeds are reached in flight. The SR-71 uses a special JP-7 temperature jet fuel and at top speed needs refueling every 45 minutes. The fuel doesn't burn easily, and it takes a chemical reaction to start the engines. Cameras in the SR-71 can map 100,000 square miles in less than one hour and wears out its tires in six landings. A fighter interceptor version was contemplated, but since it takes three states to turn around at top speed, the idea was not deemed feasible. Upon retirement, a SR-71 was donated to the Smithsonian Institute and in a farewell flight, flew from Los Angeles to Washington, DC, in 68 minutes, again setting a world speed record. The true capabilities of this plane may never be known since security and human pilot limitations restrict the aircraft. To many, the Blackbird is the epitome of grace and power, not to mention blinding speed.

National Customer Service Center

WE CAN HELP!

Call and speak to one of the friendly, helpful people at the FSS National Customer Service Center.

Our job is to help you with questions or problems about any of the products or services available from the Federal Supply Service.

Contact our Acquisition Centers and speak to knowledgeable experts about items you want to purchase as well as product information, pricing, placing an order and status.

Select option (2) on the menu.



HELP LINE

**DSN
465-1416**

1-800-488-3111